

CLASS TITLE: PARI-MUTUAL OPERATIONS SPECIALIST

Class Code: 02260400

Pay Grade: 26A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the supervision and oversight of all dog racing, jai alai and other operations and activities; to assist in the enforcement of state laws and the rules and regulations promulgated by the department applicable to the division's operations; to handle all initial complaints as received from the betting public, licensed personnel, and the division's inspectional staff; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Associate Director, Division of Racing and Athletics or designee with some latitude in the exercise of initiative and independent judgement; general and specific work assignments are received both orally and in written form; work is reviewed upon completion for results obtained and conformance to laws, rules and regulations.

SUPERVISION EXERCISED: As assigned, plans, supervises and reviews the work activities of regulatory inspectors, auditing personnel and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the supervision and oversight of dog racing, jai alai and other operations and activities.

To assist in the enforcement of state laws and the rules and regulations promulgated by the department applicable to the operations and activities of the division's operations.

To be responsible for all initial complaints received from the betting public, licensed personnel and the division's inspectional staff.

To supervise the licensing of all personnel and employees of the pari-mutual racing facility, as well as racetrack officials, owners, and others to insure compliance with state requirements for operation.

To supervise the taking of urine samples from all race finishers within the pari-mutual betting system and to insure the safe and prompt transportation of samples to the state toxicology laboratory for analysis.

To be responsible for the maintenance of accounting systems for recording all monies collected, for verifying all commissions paid to the state and for reporting all pertinent monetary results.

As required, to conduct investigations involving pari-mutual betting activities of dog racing and jai alai activities.

To oversee the general enforcement of state laws and regulations related to racing and athletics and jai alai operations as well as investigations of violations and complaints.

To prepare and submit written reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state laws and rules and regulations relative to dog racing and jai alai and the ability to interpret and enforce such laws, rules and regulations; the ability to instruct, supervise and review the work of an assigned staff; a working knowledge of accounting, collection procedures, and disbursement of commissions; the ability to conduct investigations; the ability to handle complaints; the ability to establish and maintain effective working relationships with pari-mutual betting officials, their personnel and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a position within a racing and athletics facility involving the collections, disbursement or accounting of monies wagered; or employment in a position within a public or private regulatory agency requiring the investigation, interpretation and/or enforcement of laws, rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 3, 1988

Editorial Review: 3/15/03